

22 JAN 1980

ODP # 0-244

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Training  
Director of Data Processing  
Chief, Information Services Staff

FROM: Don I. Wortman  
Deputy Director for Administration

SUBJECT: Secondary Security Check Procedures

1. The Office of Security called my attention to the fact that of the 11 security violation incidents charged to this Directorate in November 1979, 5 might have been avoided if secondary security check procedures had been in effect.

STATINTL

2. I wish to remind addressees that Headquarters Handbook [REDACTED] paragraph 18c, places the responsibility on operating officials for ensuring that security check officers are designated and made responsible for a final after-hours security check of the area under his jurisdiction. It is essential that this requirement is followed if security violation incidents are to be avoided.

STATINTL

[REDACTED]

Don I. Wortman

# ROUTING AND RECORD SHEET

SUBJECT: (Optional) Secondary Security Check Procedures

FROM: Don I. Wortman  
Deputy Director for Administration  
7D18 Hqs.

EXTENSION

NO.

ODP # 0-044

DATE

22 Jan

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/ODP  
2D0185 Hqs.

1/27

J

2.

23 Jan

AD

3.

21 Jan

CR

4.

SO/ODP

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15.

please give D/ODP a status report by component of those who do and those who don't have secondary security checks.

Also, please bring up at Friday's STFF meeting. The

J

Carol - I've passed the orig of this on to SO/ODP -- didn't know if you needed copy as backup; if so, where's this -

(UP)